

Office of Infrastructure and Administration (I&A)
I&A Agency Directives Internal Review/Approval (Pre-NODIS) Process *Revised: January 20, 2007*

A. Directive Preparation (Pre-NODIS)	<i>Note: All I&A directives require initial review/approval by the I&A - AA (refer to Section B below). All I&A and I&M directives require internal review within I&A and I&M organizations, prior to requesting approval for directive official NODIS review (refer to Section C below).</i>	
<p>1. The directive originator coordinates with the Division Directive Manager (DDM) the directive requirement (e.g. the need for a new directive or the review/update of an existing or expiring directive). Should discuss the following:</p> <ul style="list-style-type: none"> a) directive format requirements (especially if new directive) b) reviews and approval processes, steps to follow c) planned schedule (from preparation/revision, to initial I&A review/approval, to internal I&A / I&M reviews, to final review and approval process in NODIS) 	<ul style="list-style-type: none"> • I&A Division Directive Managers (DDMs): <ul style="list-style-type: none"> - Aircraft Mgt – Jamal Abbed - Environmental Mgt – Rich Wickman / Mike McNeill - Facs Eng & Real Prop – Mary Stites - Logistics Mgt – Minyon Jackson - Management Systems – Deborah Bloxon - SCAP – Steve Miley • NPR 1400.1 – NASA Directives System Procedures and Guidelines provides the format for directives. 	<ul style="list-style-type: none"> • The complete directive approval process, from initial preparation / update to final formal NODIS approval will normally require ~ 6 to 7 months depending on the length and type of directive (NPD or NPR). • It is encouraged that originators start their directive preparation / update process ~ 6-7 months from the desired directive approval date.
2. The directive originator prepares the new directive, or makes revisions to the existing directive. Once complete, he/she requests review and coordination from the DDM to get the directive ready for the initial I&A-AA review for approval to proceed.		
B. Initial I&A-AA Review /Approval to Proceed (Pre-NODIS)	<i>Note: Section B should be completed prior to requesting approval of NODIS Form (NHQ) 184.</i>	<i>Note: For guidance and planning purposes, it is suggested I&A directives should be ready for initial I&A-AA Review by the 1st day of the month, 3-months prior to the I&M Deadline for NODIS Submission (refer to the I&A Modified-Monthly Directives Review Cycle Schedule)</i>
3. DDM submits a copy of the new/revised directive and justification (see <i>Notes block</i>) to the Front Office DM via e-mail, for format and initial I&A-Front Office review. The Front Office DM will review the directive, and will coordinate it with the I&A Deputy AA and AA for initial review/approval.	<ul style="list-style-type: none"> • Front Office DM - Vacant • If a revised directive, the document <u>must</u> show (highlight) all the changes made to the existing directive. • Provide a summary of purpose and justification for the directive or directive changes, along with the document. 	<ul style="list-style-type: none"> • Allow a <u>minimum</u> of 1 week (steps 3 & 3a) for the initial AA review, depending on the size of the document • If changes are identified, additional review time will be required
3a. Front Office DM will provide the DDM with changes/corrections, if needed, via email or paper copy.		
4. After changes are made, the DDM resubmits the directive to the Front Office DM for initial AA approval to proceed.		
5. Front Office DM notifies the DDM when the I&A-AA approves the directive to proceed with the review process.	<ul style="list-style-type: none"> • Once approved by the I&A-AA, the internal I&A and I&M Office reviews can begin, following Section C below. 	
C. Combined Internal I&A and I&M Pre-Reviews (Pre-NODIS)	<i>Note: Internal I&A Divisions and I&M Offices review are requested concurrently by the DDM (Refer to Step C.7 below)</i>	
6. DDM completes the NASA Directive Summary Request - NODIS Form (NHQ 184) for the directive in NODIS. NODIS system DM (Management Systems Division) reviews and approves Form 184 in NODIS, and notifies the DDM with an email, to build/load the directive in NODIS.	<ul style="list-style-type: none"> • For this step, follow instructions in the "I&M Instructions for Directives Management" document found in NODIS (http://nods-dms.gsfc.nasa.gov/dir_homepage/I&M_Homepage.html) steps 1a thru 1g (pages 3-7). • NODIS System DM (Mgt Sys Div) - Nanette Jennings 	
7. Once the directive is loaded in NODIS, the DDM sends an e-mail to all the I&A DDMs and Directors, and all I&M Office DMs requesting their review, comments, and concurrence (approval). A due date (min. 2 weeks timeframe) is provided.	<ul style="list-style-type: none"> • This step follows Step 1h (page7) of the instructions in the "I&M Instruction for Directives Management" document, referenced above, <u>except</u> that the I&M internal review should be combined with the internal review within I&A Divisions. • I&A DDMs are showing under Step 1 of this instruction. 	A review period of 2 weeks should be allowed for this internal review; timeframe may be increased depending on the size of the document. I&M Office DMs are listed in the "I&M Instruction for Directive Management" document.
8. The directive originator, in coordination with the DDM dispositions all comments received during the internal review. The directive originator must ensure coordination of the responses with the reviewers within I&A and I&M. If agreement cannot be reached on comments, preventing concurrence, the DDM notifies the Front Office DM. If after the allowed internal review period some I&A or I&M divisions/offices have not concurred or provided comments, concurrences will be assumed.	<ul style="list-style-type: none"> • Every effort must be made by the directive originator and DDM to disposition comments and coordinate the responses with the comments originator or reviewer. 	
9. DDM notifies the Front Office DM of the disposition of all comments and concurrences.	<ul style="list-style-type: none"> • The Front Office DM may request review of comments/disposition with the DDM or directive originator. 	
D. Final I&A-AA Review (Pre-NODIS)		
10. Front Office DM reviews comments and their disposition with the I&A Deputy AA & AA, and seeks approval to proceed with the formal NODIS review.		
<p>11. Front Office DM sends an email to the DDM and to the I&M DM to notify that the directive has been coordinated internally within I&A & I&M and is ready for I&M OIC review/approval for incorporation into the NODIS formal review process.</p> <p>Once the I&M OIC approves, as coordinated by the I&M DM, the directive is placed in the Summary of Actions for NODIS formal review.</p>	<ul style="list-style-type: none"> • The I&M deadline for placing I&A directives in NODIS for the formal NODIS Agencywide review (refer to Section E below), is 3 days prior to the review schedule deadline published in NODIS. The "I&A Modified - Monthly Directive s Review Cycle Schedule" that I&A should follow for directive submission into NODIS is shown in the next page. 	<ul style="list-style-type: none"> • Refer to next page for I&M deadline for submitting the I&A directives into NODIS to be considered for the formal NODIS review process.
E. Formal NODIS Review	<i>Note: The timeframe allowed for directive originator review and disposition of comments during the formal NODIS review is critical in order to meet the NODIS review cycles, showing in the next block.</i>	<ul style="list-style-type: none"> • NPD formal NODIS review cycle is 60 days. • NPR formal NODIS review cycle is 90 days.

¹ As guidance and for planning purposes, please have your I&A directive ready for initial I&A-AA review (refer to *I&A Internal Review Approval Pre-NODIS Process, Step B*) at least 3-months prior to the I&M Deadline for NODIS Submission date (refer to the brown colored, column above). This time is required to have enough time to complete Steps B, C & D (I&A-AA Review; Internal I&A and I&M Office Reviews; and Final I&A-AA Review) of the Pre-NODIS process. The scheduled dates, based on the 3-month timeframe, are shown in the green colored column above. Note that for simplicity, the 3-month timeframe date is shown as the 1st day of each month.